

QRT NOMINATION SUBMITTAL OUTLINE

This document provides the format for submission of quick reaction test (QRT) nominations to the Director, Operational Test and Evaluation (DOT&E), Joint Test and Evaluation (JT&E) Program Office (JPO). All nominations will be submitted in Microsoft Word format. The completed QRT nomination package, consisting of the written nomination, a supporting briefing for the Executive Steering Group (with the supporting resource sponsor cited), and operational endorsement letters, should be synchronized and consistent such that there are no perceived disagreements between documents. Please use the recommended number of pages as specified herein to keep the nomination succinct.

It is strongly recommended that the following submittal outline format be adhered to, as it is designed to help determine the viability of the nomination. Failing to follow the outline format can result in rejection of the nomination due to a lack of required content.

Nomination packages must include both a resource sponsor letter and an operational endorsement letter, each signed by a flag officer/general officer (FO/GO). There are upfront resource requirements for the organization or agency proposing the QRT. A full-time QRT Director (O-5 or O-6) must be identified in the nomination package along with a commitment from the resource sponsoring organization or agency to provide facilities, administrative support, and other resources.

QRT NAME AND CORRESPONDING ABBREVIATION OR ACRONYM

1. Title (Cover Sheet – One Page)

- 1.a. Include the project name and abbreviation or acronym, and indicate the supporting resource sponsor¹ and operational endorsers².
- 1.b. Identify the nominating organization's name and point of contact, including e-mail address and telephone number.

2. Proposed Problem Statement (One Paragraph)

The proposed problem statement is a one- or two-sentence statement that tells what problem the project proposes to solve.

3. Problem Background and Explanation (Four Pages or Less)

- 3.a. Indicate the nature and origin of the problem. Include examples of missions and scenarios that demonstrate the need.
- 3.b. Specifically, address what cannot be done now or what inhibits the user from accomplishing the mission. Specifically identify the extent and impact of the problem.
- 3.c. Specify for whom this is a problem. Where appropriate, identify the combatant command Integrated Priority List reference.
- 3.d. Address who says this is a problem (for example, FO/GO statements, lessons learned, and so forth).
- 3.e. Discuss why this is a joint problem. Reference the applicable Universal Joint Task List tasks or published doctrine.

4. Scope and Limitations (One Page or Less)

Define the scope and any expected test limitations. Indicate if the project will solve the total problem or a subset of the problem. Define how much of the problem will be addressed and to what level of detail.

5. Purpose of the Proposed Test (Three Pages or Less)

There should be direct, evident traceability between the purpose and the problem statement.

- 5.a. Explicitly state the purpose(s) of the proposed test.
- 5.b. Explain the expected results and products if this effort should become a QRT project.
- 5.c. Identify the expected benefit to the joint warfighter customer. Address what improved operational capability is expected and who would benefit.

6. Related Efforts (Two Pages or Less)

- 6.a. Address what other organizations are doing with related efforts. Include any relevance to, and synergy with, other joint tests or QRTs. If none, so state.
- 6.b. Address how the proposed QRT is duplicative of any other efforts. If not, so state.

7. QRT Logistics (One Page)

Given the short timeline for completing a QRT (12 months or less), the team needs to be ready to start work once directed. Therefore, the resources needed to conduct the QRT shall be identified as part of the nomination package.

- 7.a. Provide the proposed QRT Director's name, including the applicable contact information.
- 7.b. Identify where the QRT office would be located.
- 7.c. Identify what required resources are anticipated to execute a QRT. Include a cost estimate that covers items such as travel, administrative supplies, test product production, and so forth.

8. Sponsorship and Endorsement Letters (Letters Signed by FO/GO)

Nominations require both a resource sponsor and an operational endorsing organization(s) or agency. Resource sponsorship commits an organization to provide the necessary operations and management (O&M) support (for example, operational, administrative, and government civilian salary, as well as infrastructure expenses). Operational endorsement commits an organization to provide the necessary subject matter expertise support. Operational endorsement also indicates a willingness to support the operations of a subsequently-directed QRT.

- 8.a. Include as an attachment a copy of the resource sponsor's letter, which provides a commitment for a full-time QRT Director (O-5 or O-6).
- 8.b. Include a copy of the operational endorsement letter(s).
- 8.c. QRTs are directed by the DOT&E, but are executed by Operational Test Agencies (OTA). If an OTA agreement has been completed, include a copy of the agreement.

Please submit QRT nomination packages to:

JT&E-Suffolk

Attn: Mr. Melvin Walton or Mr. William Clock
7025 Harbour View Blvd., Suite 105
Suffolk, VA 23435-2762

Or submit packages via e-mail to:

Mr. Melvin Walton, mel.walton@jte.osd.mil, or
Mr. William Clock, william.clock.ctr@jte.osd.mil

For additional information, please contact Mr. Melvin Walton, Deputy Director, JT&E-Suffolk, at 757-638-6137, or Mr. William Clock, JT&E Program Action Officer, at 757-638-4042.

¹Resource sponsorship commits an organization to provide necessary O&M support (for example, operational, administrative, and government civilian salary, as well as infrastructure expenses).

²Operational endorsement commits an organization to provide the necessary subject matter expertise support.